



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90 – 10100  
Telephone 0745 342 000

## COUNTY PUBLIC SERVICE BOARD

### INTERNAL ADVERTISEMENT

### RE: ADVERTISEMENT FOR VACANT POSITIONS

The County Government of Nyeri wishes to recruit competent and qualified persons serving in the County Public Service of Nyeri to fill the various positions declared by Departments.

#### **1. Department of Health Services**

- Health Administrative Officer I, Job Group 'H' – 1 Post (Advert No. 84/2022)
- Clerical Officer III, Job Group 'F' – 15 Posts (Advert No. 85/2022)
- Support Staff, Job Group 'D' – 17 Posts (Advert No. 86/2022)
- Supply Chain Management Officer II, Job Group 'H' – 1 Post (Advert No. 87/2022)
- Human Resource Management Officer II, Job Group 'J' – 1 Post (Advert No. 88/2022)

#### **2. Department of Finance and Accounting Services – Internal Audit**

- Deputy Director Internal Audit Services, Job Group 'Q' – 1 Post (Advert No. 89/2022)
- Assistant Director Internal Audit Services, Job Group 'P' – 2 Posts (Advert No. 90/2022)
- Principal Internal Auditor, Job Group 'N' – 1 Post (Advert No. 91/2022)
- Internal Auditor I, Job Group 'K' – 2 Posts (Advert No. 92/2022)
- Internal Auditor II, Job Group 'J' – 2 Posts (Advert No. 93/2022)

#### **3. Department of Trade, Tourism and Cooperative Development**

- Chief Cooperative Officer, Job Group 'M' - 2 Posts (Advert No. 94/2022)
- Senior Cooperative Officer, Job Group 'L' – 4 Posts (Advert No. 95/2022)
- Cooperative Auditor I, Job Group 'K' – 1 Post (Advert No. 96/2022)
- Tourism Officer I, Job Group 'J' – 1 Post (Advert No. 97/2022) Re-advertisement

#### **4. County Secretaries Office**

- County Director of Administration, Job Group 'R' – 1 Post (Advert No. 98/2022)
- Senior Administrative Officer (Ward Administrators), Job Group 'L' – 18 Posts (Advert No. 99/2022)

#### **5. Department of Water & Irrigation**

- Accountant I, Job Group 'K' – 1 Post (Advert No. 100/2022)
- Supply Chain Management Officer I, Job Group 'K' – 1 Post (Advert No. 101/2022)
- Human Resource Management Assistant III, Job Group 'H' – 1 Post (Advert No. 102/2022)
- Clerical Officer II, Job Group 'F' – 1 Post (Advert No. 103/2022)

**6. Department of Solid Waste Management**

- Director Solid Waste Management, Job Group 'R' – 1 Post (Advert No. 104/2022)

**7. Department of Lands, Physical Planning, Housing and Urban Development**

- Records Management Officer, Job Group 'J' – 2 Posts (Advert No. 105/2022) Re-advertisement
- Support Staff II, Job Group 'C' – 2 Posts (Advert No. 106/2022) Re-advertisement

**8. Department of Transport, Public Works Infrastructure & Energy**

- Office Administrative Assistant III, Job Group 'G' – 1 Post (Advert No. 107/2022) Re-advertisement

**Terms of Service**

Three (3) years contract.

**NB:** Those serving on permanent terms will however be engaged in their substantive permanent terms.

Eligible employees are requested to fill the Employment Form which can be downloaded from the County Website, [www.nyeri.go.ke](http://www.nyeri.go.ke)

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2020/2021, letter of appointment/promotion to the current substantive grade and certified copies of academic and professional certificates should be sent or delivered to:

**THE SECRETARY,  
NYERI COUNTY PUBLIC SERVICE BOARD,  
P.O BOX 90-10100,  
NYERI  
CELLPHONE: 0745342000**

All applications should reach the Secretary on or before **27<sup>th</sup> April 2022, 5:00pm.**

**Note:**

Employees appointed on short term contracts or interns are eligible for consideration.

Below are the detailed job descriptions and requirements for appointments:

## **A. DEPARTMENT OF HEALTH SERVICES**

### **1. HEALTH ADMINISTRATIVE OFFICER I, JOB GROUP 'H' ONE 1 POST (ADVERT NO. 84/2022)**

#### **(a) Duties and Responsibilities**

- i) Overseeing procurement,
- ii) Providing and maintaining of facilities;
- iii) Preparing budgets and sound management of budgetary allocations; revenue collection;
- iv) Overseeing welfare of staff and patients and ensuring their security;
- v) General upkeep of the hospital.
- vi) Any other duty that may be assigned by the supervisor

#### **(b) Requirements for Appointment**

- i) Must be a Kenyan Citizen
- ii) Diploma in the following areas: Health Management, Hospital Administration, Business Administration/Management or Health Systems from Systems from a recognized institution.

### **2. CLERICAL OFFICER III, JOB GROUP 'F' FIFTEEN (15) POSTS (ADVERT NO. 85/2022)**

#### **(a) Duties and Responsibilities**

- i) Compiling statistical records;
- ii) Sorting, filing and dispatching letters;
- iii) Maintaining an efficient filing system;
- iv) Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- v) Computation of financial or statistical records based on routine or special sources of information;
- vi) Preparing payment vouchers;
- vii) Compiling data and drafting simple letters.
- viii) Performing any other duties that may be assigned by the supervisor.

**(b) Requirements for Appointment**

- i) Must be a Kenyan Citizen
- ii) KCSE /KACE certificate
- iii) Certificate in either business management, Accounts, Finance, Procurement and Supplies, Human Resource, Information, Communication and Technology, Records Management, Secretarial or Library services

**3. SUPPORT STAFF JOB GROUP 'D' SEVENTEEN (17) POSTS (ADVERT NO. 86/2022)**

**a) Duties and Responsibilities**

- i) Undertaking Messengerial duties
- ii) Carrying out office cleanliness and maintenance
- iii) Preparing tea
- iv) Opening and closing of offices
- v) Performing any other duty that may be assigned by the supervisor.

**b) Requirements for Appointment**

- i) Must be a Kenyan Citizen
- ii) Minimum KCSE /KACE Certificate
- iii) Good interpersonal and communication skills

**4. SUPPLY CHAIN MANAGEMENT OFFICER II / SUPPLY CHAIN MANAGEMENT ASSISTANT II JOB GROUP 'H' ONE- (1) POST (ADVERT NO. 87/2022)**

**a) Duties and Responsibilities**

- i) Assisting in the preparation of annual procurement plans and Supply Chain Management.
- ii) Undertaking routine procurement duties;
- iii) Overseeing storage of procured items;
- iv) Ensuring security and safe custody of stores;
- v) Overseeing the issuing and rationing of stores;
- vi) Making recommendations for disposal of unserviceable and/or other stores;
- vii) Assisting in periodic stock taking;
- viii) Maintaining inventory and stock control
- ix) Performing any other duties that may be assigned by the supervisor

**b) Requirements for Appointment**

- i) Must be a Kenyan Citizen

- ii) KCSE/ KACE certificate
- iii) Diploma in Procurement and Supplies Management or Management course with the option of Procurement and Supply Chain Management.

**5. HUMAN RESOURCE MANAGEMENT OFFICER II, JOB GROUP ‘J’ ONE (1) POST (ADVERT NO. 88/2022)**

**(a) Duties and Responsibilities**

- i) Verifying information relating to recruitment, appointment, transfers, Human Resource Management records and complement control;
- ii) Processing cases for the Human Resource
- iii) Supervising and guiding clerical staff in the Division/Section.
- iv) Performing any other duties that may be assigned by the supervisor

**(b) Requirements for Appointment**

- i) Must be a Kenyan Citizen
- ii) KCSE /KACE Certificate
- iii) Degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management from a recognized institution.
- iv) Registration with the Institute of Human Resource Management (Kenya) to be an added advantage.

**B. DEPARTMENT OF FINANCE AND ACCOUNTING SERVICES- INTERNAL AUDIT**

**1. DEPUTY DIRECTOR INTERNAL AUDIT SERVICES, JOB GROUP ‘Q’- ONE (1) POST (ADVERT NO. 89/2022)**

**a) Duties and Responsibilities**

- i) Reviewing budgetary re-allocation process to ensure legislative and administrative compliance
- ii) Advising Accounting Officers through Director of Audit where commitments are entered into when there are no budgetary provision and inadequate funds;
- iii) Carrying out investigations on irregularities identified or reported and report on any wastage of public funds resulting from decisions which may not have been well planned, decisions made without being cost conscious and/or, and general misuse or misappropriation of financial resources and Government Property.
- iv) Identifying training needs for internal auditors, conduct training and evaluate impact on training;
- v) Developing and reviewing audit guidelines and systems.

vi) Performing any other duty that may be assigned by the supervisor

**b) Requirements for Appointment**

- i) Must be a Kenyan Citizen
- ii) Have served for at least twelve (12) years in the field of Finance or a related field
- iii) Bachelor's degree in Accounting, Auditing, Finance, Commerce, Business Management/Administration (with accounting/finance option) or its equivalent from a recognized University in Kenya;
- iv) Master's degree in Business Administration (Accounting, Auditing, Finance, Commerce) or Master of Science in Auditing or a comparable qualification from a recognized university
- v) Passed Part III of Certified Public Accountants (CPA) Examination
- vi) Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) or the Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA) or Association of Certified Fraud Examiners (ACFE);
- vii) Attended the four (4) weeks Senior Management Course in a recognized institution;
- viii) shown merit and ability in work performance and results.

**2. ASSISTANT DIRECTOR INTERNAL AUDIT SERVICES, JOB GROUP 'P'- TWO (2) POSITIONS (ADVERT NO. 90/2022)**

**(a) Duties and Responsibilities**

- i) Managing of internal audit technical divisions within head office comprising of finance, training and administration, systems audit, information technology, audit reports and investigations
- ii) Monitoring budget undertaking evaluation;
- iii) Participating in planning, designing, development and operation of major computer-based systems to determine whether adequate controls are in place;
- iv) Testing of systems at appropriate stages;
- v) Documenting systems and ensuring that it is complete, accurate and the needs of users are met.
- vi) Performing any other duties that may be assigned by the supervisors.

**(b) Requirements for Appointment**

- i) Have served for at least nine (9) years in the field of Finance or a related field, three (3) of which should have been at the grade of Principal Internal Auditor or in a comparable position in the Public Service;
- ii) Bachelor's degree in Accounting, Auditing, Finance, Commerce, business

- Management/Administration (with accounting/finance option) or its equivalent from a recognized University in Kenya;
- iii) Passed Part III of Certified Public Accountants (CPA) Examination
  - iv) Be a registered member of the Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK), or Information Systems Audit and Control Association (ISACA) or Association of Certified Fraud Examiners (ACFE);
  - v) Attended the four (4) weeks Senior Management Course in a recognized institution
  - vi) shown merit and ability in work performance and results.

### **3. PRINCIPAL INTERNAL AUDITOR, JOB GROUP 'N'- 1 POST(ADVERT NO. 91/2022)**

#### **a) Duties and Responsibilities**

- i) Identifying activities subject to audit coverage and evaluating their significance
- ii) Assessing the degree of risk inherent in terms of the audit costs involved;
- iii) Determining adequacy and effectiveness of internal control systems;
- iv) Carrying out investigations on irregularities identified or reported in audit reports;
- v) Ensuring Government assets are safeguarded and properly utilized.
- vi) Performing any other duties that may be assigned by the supervisor

#### **b) Requirements for Appointment**

- i) Have served for at least seven (7) years in the field of Finance (Audit) or three (3) years at the grade of Chief Internal Auditor
- ii) Bachelor's degree in Accounting, Auditing, Finance, Commerce, business Management/Administration (with accounting/finance option) or its equivalent from a recognized University in Kenya;
- iii) Passed Part III of Certified Public Accountants (CPA) Examination
- iv) be a registered member of the Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK), or Information Systems Audit and Control Association (ISACA) or Association of Certified Fraud Examiners (ACFE);
- v) Attended the four (4) weeks Senior Management Course in a recognized institution
- vi) shown merit and ability in work performance and results.

**4. INTERNAL AUDITOR I, JOB GROUP ‘K’- TWO (2) POSTS  
(ADVERT NO. 92/2022)**

**(a) Duties and Responsibilities**

- i) Executing audit programmes;
- ii) Collecting audit evidence on major issues;
- iii) Reviewing internal control systems in operation;
- iv) Verifying the existence and safety of Government assets;
- v) Preparing of draft reports and holding discussions with the clients;
- vi) Reviewing budgetary controls on the issuance of authority to incur expenditure and commitments;
- vii) Ensuring completeness and accuracy of records and reports.
- viii) Performing any other duties that may be assigned by the supervisor

**(b) Requirements for Appointment**

- i) Have served in the grade of Internal auditor II, Job Group ‘J’ for a period of three (3) years
- ii) Bachelor’s degree in Accounting, Auditing, Finance, Commerce, business Management/Administration (with accounting/finance option) and minimum CPA Part II or CIA Part III or its equivalent from a recognized University in Kenya;

**OR**

- iii) Passed CPA Part III or CIA Part IV
- iv) Shown merit and ability in work performance and results.

**5. INTERNAL AUDITOR II, JOB GROUP ‘J’- TWO (2) POSTS  
(ADVERT NO. 93/2022)**

**(a) Duties and Responsibilities**

- i) Reviewing internal control systems in operation and report on any weakness;
- ii) Undertaking specific audit assignments
- iii) Preparing detailed audit observations and reports as required by his/her superior;
- iv) Reviewing budgetary controls on issuance of authority to incur expenditure and commitments;
- v) Reviewing internal controls on revenue/Appropriation-In-Aid collection and



- accounting from time to time and advise on deviations from approved levels;
- vi) Ensuring that Government assets, plant and equipment, supplies, stores etc are appropriately recorded in the relevant registers and are maintained and kept safely.
  - vii) Performing any other duties that may be assigned by the supervisor

**(b) Requirements for Appointment**

- i) Bachelor's degree in Accounting, Auditing, Finance, Commerce, business Management/Administration (with accounting/finance option) or its equivalent from a recognized University in Kenya;

**OR**

have passed CPA Part II or CIA Part III.

- ii) shown merit and ability in work performance and results.

**C. DEPARTMENT OF TRADE, TOURISM AND COOPERATIVE DEVELOPMENT**

**1. CHIEF CO-OPERATIVE OFFICER: J/G 'M' (2 posts) (ADVERT NO. 94/2022)**

**a) Duties and responsibilities: -**

- i) Promoting co-operative societies
- ii) Advising on co-operative investments
- iii) Observing co-operative societies elections
- iv) Offering technical support for the formation, incubation and registration of cooperative societies.
- v) Advising and helping in conflict resolution for cooperatives embroiled in conflicts and infighting.
- vi) Availing data for policy formulation
- vii) Developing and monitoring work plans for co-operative extension services
- viii) Oversight co-operative activities and trends for promoting the co-operative movement
- ix) Evaluating Co-operative activities and trends for promoting the Co-operative movement

- x) Conducting co-operative training and education
- xi) Enforcing compliance with Co-operative legislation
- xii) Follow up of any identified risks within Co-operative and makes recommendations for action
- xiii) Providing reports on a monthly and quarterly basis, or as directed/requested
- xiv) Monitoring the performance of the compliance program for co-operative and related activities on a continuous basis and taking appropriate steps to improve effectiveness
- xv) Performing any other duties that may be assigned by the supervisor

**b) Requirements for appointment**

- (i) Must be a Kenyan Citizen
- (ii) Bachelor's degree in any of the following disciplines: Commerce, Business Management, Economics, Co-operative Management, Marketing, Entrepreneurship, Management or any other related course from a recognised institution.
- (iii) At least five (5) years relevant experience in public service or private sector or Served as a Co-operative Officer for three (3) years
- (iv) Possession of relevant professional qualifications will be an added advantage.

**2. SENIOR CO-OPERATIVE OFFICER: J/G 'L' (4 posts) (ADVERT NO. 95/2022)**

**a) Duties and responsibilities**

- i) Implementing co-operative development activities/programmes
- ii) Implementing an effective risk training program for Co-operative Society
- iii) Keeping abreast with the applicable laws, regulations, rules and standards in the risk and compliance fraternity and advice on the emerging developments of the same.
- iv) Advising co-operative societies on proper conduct of meetings
- v) Evaluating new and developing work plans for co-operative extension services
- vi) Promoting Co-operative societies
- vii) Advising on Co-operative investments
- viii) Overseeing Co-operative elections

- ix) Collecting data on potential areas for analysis and policy formulation
- x) Developing and monitoring work plans for Co-operative extension services
- xi) Overseeing co-operative activities in several Co-operative societies
- xii) Enforcing compliance with Co-operative legislation
- xiii) Performing any other duties that may be assigned by the supervisor

**b) Requirements for appointment**

- i) Must be a Kenyan Citizen
- ii) Bachelor's degree in any of the following disciplines: Commerce, Business Management, Economics, Co-operative Management, Marketing, Entrepreneurship, Management from a recognised institution.
- iii) At least three (3) years relevant experience in public service or private sector or Served as Co-operative Officer I for one (1) year

**3. CO-OPERATIVE AUDITOR I Job Group 'K' (1 post) (ADVERT NO. 96/2022)**

**a) Duties and responsibilities**

- i) Inspecting the compliance of the cooperative societies to the cooperative act and their financial statements.
- ii) Giving audit reports of the undertakings by the cooperative societies.
- iii) Reviewing audit working papers by documenting audit tests and findings.
- iv) Evaluating and implement audit report of the societies.
- v) Preparing audit reports.
- vi) Carrying out audit inspection on annual accounts of cooperative societies
- vii) Examining vouchers, cashbooks, ledgers confirming the proprietary and accuracy of the transactions.
- viii) Performing any other duties that may be assigned by the supervisor

**b) Requirements for appointment**

- i) Must be a Kenyan Citizen
- ii) Bachelor's Degree in: Commerce (Accounting/Finance Option), Economics, Mathematics, Statistics, or Business Administration from a recognised institution

**OR**

- iii) Certified Public Accountant (CPA, K) Part III or Certified Internal Auditors (CIA) part IV from a recognised Institution in Kenya.

**4. TOURISM OFFICER I, JOB GROUP "J"-One (1) Post (ADVERT NO. 97/2022) -(RE-ADVERTISEMENT)**

**a) Duties and Responsibilities**

- i) Identifying and documenting tourism products;
- ii) Identifying Small and Medium Tourism Enterprises (SMTE's) and community- based tourism projects.
- iii) Liaising with tourism stakeholders on issues related to tourism.
- iv) Inspecting and preparing reports on tourism facilities and service providers.
- v) Collecting and compiling information on tourism facilities and services for the development of tourism guide books.
- vi) Undertaking domestic tourism promotion.
- vii) Collecting and maintaining data on tourism statistics.
- viii) Maintaining a register on tourism facilities and services.
- ix) Identifying suitable locations for mounting tourist signage.
- x) Performing any other duties that may be assigned by the supervisors

**b) Requirements for Appointment**

- i) Must be a Kenyan Citizen
- ii) Bachelors' Degree in any of the following disciplines: Tourism Management, Hospitality and Tourism Management, Eco-tourism Management and International Tourism

## **D. COUNTY SECRETARYS OFFICE**

### **1. COUNTY DIRECTOR OF ADMINISTRATION, JOB GROUP 'R' – 1 POST (ADVERT NO. 98/2022)**

#### **a) Duties and responsibilities**

- i) Initiating, interpreting, implementing and reviewing administrative policies, strategies.
- ii) Coordinating, managing and supervising the general administrative functions in the County
- iii) Coordinating County public service reforms
- iv) Overseeing service delivery in the County
- v) Overseeing development of programmes and projects to empower the community
- vi) Coordinating and facilitating citizen participation in the developments of policies, plans and delivery of services
- vii) Facilitating intra and inter-governmental relations and conflict resolutions
- viii) Overseeing safe custody of county government assets
- ix) Coordinating and liaising with other directorates and departments in the County
- x) Ensuring compliance with national values and principles of good governance and

In addition, the Director will be responsible for: -

- i) Coordinating the development and implementation of the departmental strategic plan;
- ii) Ensuring the development and review of departmental annual work plans and budgets;
- iii) Managing departmental performance;
- iv) Ensuring compliance with principles and values of good management of departmental assets and finances; and
- v) Managing the development of staff.
- vi) Performing any other duty that may be assigned by the supervisor

**b) Requirements for appointment**

- i) Be a Kenyan Citizen.
- ii) Be a holder of bachelors in any of the following disciplines; - Public Administration; Business Administration/Management or Community Development, or Social Science from a recognized institution
- iii) Masters degree in any of the following disciplines; Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- iv) Have knowledge, experience and distinguished career of not less than seven (7) years in a senior administration /management position.
- v) Demonstrate a high degree of professional and technical competence as reflected in work performance and results.

**2. SENIOR ADMINISTRATIVE OFFICER (WARD ADMINISTRATORS),  
JOB GROUP "L"- 18 POSTS (ADVERT NO. 99/2022)**

**a) Duties and responsibilities.**

- (i) Establishing networks and linkages with the relevant stakeholders
- (ii) Handling public concerns and issues.
- (iii) Monitoring and evaluation of community projects.
- (iv) Facilitating mobilization of resources at the local level.
- (v) Facilitating citizen participation in the development activities.
- (vi) Overseeing occupation Health and Safety issues, and promoting ethics and principles of good governance.
- (vii) Analyzing and compiling data on development activities.
- (viii) Liaising with relevant stakeholders in organizing citizen public participation forums
- (ix) Facilitating intra and inter- governmental relations and conflict resolutions.
- (x) Initiating development activities at local levels.
- (xi) Identifying development projects.
- (xii) Disseminating information to the public.
- (xiii) Providing linkage between the office and the community.
- (xiv) Submission of periodic reports to the immediate supervisor
- (xv) Any other duty that may be assigned by the supervisor

**b) Requirements for appointment**

- (i) Must be a Kenyan Citizen
- (ii) Have minimum three (3) years' experience in administration in the public or private sector.
- (iii) Bachelor's Degree in Administration, Business Administration, Community Development or Social Science from a recognized institution in Kenya,
- (iv) Master's degree will be an added advantage

**E. DEPARTMENT OF WATER AND IRRIGATION**

**1. ACCOUNTANT I, JOB GROUP 'K' 1 POST (ADVERT NO. 100/2022)**

**(b) Duties and Responsibilities**

- (i) Verifying vouchers and committal documents in accordance with laid down rules and regulations;
- (ii) Capturing data, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure returns etc.
- (iii) Keeping safe custody of Government records and assets under him/her
- (i) Receiving duly processed payments and receipt vouchers
- (ii) Writing cheques and posting payments and receipt vouchers in the cash books
- (iii) balancing and ruling of the cash books on daily basis
- (iv) Arranging for withdrawal of cash for office use and ensuring safety of the same at all times
- (v) extracting and providing cash liquidity analysis
- (vi) Ensuring security of cheques and cheque books
- (vii) Preparing expenditure and Authority to Incur Expenditure (AIE) funding returns on quarterly basis at district treasury level
- (viii) Preparing Appropriation In Aid (AIA) returns on quarterly basis at district treasury level
- (ix) Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations
- (x) Receipting of all money due and payable to government
- (xi) Performing any other duties that may be assigned by the supervisor

**(b) Requirements for Appointment**

- Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

**OR**

Passed Part III of the Certified Public Accountants (K) examination or its approved equivalent qualification.

**2. SUPPLY CHAIN MANAGEMENT OFFICER I, JOB GROUP ‘K’ 1 POST  
(ADVERT NO. 101/2022)**

**(a) Duties and Responsibilities**

- i) Assisting in preparation of annual procurement plans
- ii) Undertaking routine procurement duties;
- iii) Overseeing storage of procured items;
- iv) Ensuring security and safe custody of stores;
- v) Overseeing the issuing and rationing of stores;
- vi) Making recommendations for disposal of unserviceable and/or other stores;
- vii) Assisting in periodic stock taking;
- viii) Maintaining inventory and stock control
- ix) Performing any other duties that may be assigned by the supervisor

**(b) Requirements for Appointment**

- i) Must be a Kenyan Citizen
- ii) Bachelor’s Degree in any of the following; Procurement and Supplies Management or Commerce, Business Administration with option of Procurement and Supplies Management, from a recognized institution;
- iii) Registration Certificate with Kenya Institute of Supplies Management to be an added advantage.
- iv) Shown merit and ability as reflected in work performance and results.

**3. HUMAN RESOURCE MANAGEMENT ASSISTANT III, JOB GROUP ‘H’ 1  
POST(ADVERT NO. 102/2022)**

**(a) Duties and Responsibilities**

- i) Handling simple tasks of analytical nature
- ii) Implementing certain decisions within the existing rules, regulations and procedures.
- iii) Supervising clerical officers and other supportive staff.
- iv) Performing any other duty that may be assigned by the supervisor

**(b) Requirement for Appointment**

- i) Must be a Kenyan Citizen
- ii) Diploma in Human Resource Management/Records Management from a recognized institution.
- iii) Registration Certificate with Institute of Human Resource Management (IHRM) to be an added advantage.
- iv) Shown merit and ability as reflected in work performance and results.



#### **4. CLERICAL OFFICER II, JOB GROUP 'F' 1 POST (ADVERT NO. 103/2022)**

**(a) Duties and Responsibilities**

- (i) Collecting statistical records;
- (ii) Carrying out transactions related to accounts or personnel information;
- (iii) Filing receipts; receiving, filing and dispatching correspondence; preparing Pay Change Advices (PCAs);
- (iv) Preparing initial documents for issuance of stores; photocopying and scanning documents;
- (v) Indexing of documents and records;
- (vi) Checking general office cleaning; and keeping safe custody of equipment, documents and records.
- (vii) Performing any other duties that may be assigned by the supervisor.

**(b) Requirements for Appointment**

- i) Must be a Kenyan Citizen
- ii) KCSE /KACE certificate
- iii) Certificate in either business management, Accounts, Finance, Procurement and Supplies, Human Resource, Information, Communication and Technology, Records Management, Secretarial or Library services

#### **F. DEPARTMENT OF SOLID WASTE MANAGEMENT**

**• DIRECTOR - SOLID WASTE MANAGEMENT, JOB GROUP 'R' (1 Post)  
(ADVERT NO. 104/2022)**

**a) Duties and Responsibilities**

- i) Planning and budgeting for the department resources
- ii) Overseeing the development of strategic/work plans, performance targets and contracts in the department
- iii) Monitoring the implementation of public health projects and programmes
- iv) Developing strategies, procedures, processes and action plans for effective management of sanitation services
- v) Preparing research proposals on public health needs;
- vi) Preparing proposals for resource mobilization
- vii) Identifying relevant partners and agencies in support of solid waste management programmes and projects

- viii) Monitoring and evaluating the implementation of statutory provisions and other relevant legislations on public health
- ix) Implementing public health policies, guidelines, standards and procedures and programmes
  - x) Monitoring the implementation of public health projects and programmes
  - xi) Promoting the best environmental health practices in the county
  - xii) Collating and disseminating environmental health information
- xiii) Managing environmental health information and demonstrational centres
- xiv) Coordinating mobilization of the public to participate in environmental health activities
- xv) Performing any other duties as may be assigned by the supervisor.

**b) Requirements for Appointment**

- i) Must be a Kenyan Citizen
- ii) Bachelor's degree in either Environmental Health or Public Health Public Health Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution
- iii) Master's Degree in any of the following: Environmental Health, Public Health Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution in Kenya
- iv) Must have served for at least seven (7) years in a relevant area in the public service, three (3) of which must be in middle level management.
- v) Registration with Public Health Officers Technician Council (PHOTC) will be an added advantage

**G. DEPARTMENTS OF LANDS, PHYSICAL PLANNING, HOUSING AND URBAN DEVELOPMENT**

**1. RECORDS MANAGEMENT OFFICER, JOB GROUP "J"- 2 POSTS(ADVERT NO. 105/2022) (RE-ADVERTISEMENT)**

**a) Duties and Responsibilities**

- i) Ensuring security of files and documents
- ii) Maintaining an updated inventory of land records in the registry
- iii) Ensuring proper handling of documents, pending correspondences and bring ups
- iv) Receiving and dispatching letters and maintaining related registers
- v) Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.

- vi) Performing any other duty that may be assigned by the supervisor
- b) Requirements for appointment**
- i) Served in the grade of Records Management Officer III or in comparable and relevant position in the public service or any other relevant institution for a minimum of three (3) years
  - ii) A diploma in any of the following: Records /Information Management, Information Science Library science from a recognized institution.
  - iii) Shown merit and ability as reflected in work performance and results

## **2. SUPPORT STAFF II, JOB GROUP “C”- 2 POSTS (ADVERT NO. 106/2022)**

### **a) Duties and Responsibilities**

- i) Undertaking cleaning duties at the offices and compound;
- ii) Performing messengerial duties;
- iii) Preparing refreshment;
- iv) Performing any other duty that maybe assigned by the supervisors

### **b) Requirements of appointments**

- i) Must be a Kenyan Citizen
- ii) Minimum KCSE/KACE Certificate
- iii) Good interpersonal and communication skills

## **H. DEPARTMENTS OF PUBLIC WORKS, TRANSPORT, INFRASTRUCTURE AND ENERGY**

### **• OFFICE ADMINISTRATIVE ASSISTANT III, JOB GROUP “G”- 1 POST (ADVERT NO. 107/2022) (READVERTISEMENT)**

#### **a) Duties and Responsibilities**

- i) Taking oral dictation;
- ii) Word and data processing from manuscripts;
- iii) Operating office equipment;
- iv) Ensuring security of office equipment , documents and records;
- v) Attending to visitors/clients ;
- vi) Handling telephone calls and appointments;
- vii) Performing any other work that may be assigned by the supervisor

**b) Requirements for Appointment**

- i) Kenya Certificate of Secondary Education mean grade C-(minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- ii) Business Education Single And Group Certificates (BES & GC) from the Kenya National Examination Council in the following subjects:-
  - (a) Typewriting II (minimum 40 w.p.m)/ Computerized Document Processing II;
  - (b) Business English I/Communications I
  - (c) Office Practice I; (d) Commerce I;

**OR**

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council; and Certificate in computer applications skills from a recognized Institution